MICHIGAN STATE UNIVERSITY
AGREEMENT FOR COMPLETION OF (I) INCOMPLETE

The I-Incomplete may be given only when: the student (a) has completed at least 12 weeks of the semester, but is unable to complete the class work and/or take the final examination because of illness or other compelling reason; and (b) has done satisfactory work in the course; and (c) in the instructor's judgment can complete the required work without repeating the course.

The required work must be completed, and a grade must be reported to the Office of the Registrar, no later than the middle of the student's next semester in attendance (summer session excluded) if that semester is within one calendar year following receipt of the I-Incomplete.

The entire Postponement of Grading policy in the *Academic Programs* Section of the MSU catalog can be reviewed at: http://www.reg.msu.edu/read/UCC/Updated/postponement.pdf

STUDENT NAME _____ **PID** _____

Subject: _____ **Course:** _____ **Section:** _____ **Semester:** _____

Student and Instructor agree the following requirements must be met:

_____

_____

_____

Deadline for student to submit work to Instructor is: _____

_____
Instructor Signature Date

_____
Student Signature Date

Note: Both the Instructor and student should retain a copy of this form until the final grade is officially recorded.

(3/03)